

DUTY PILOTS

Ver 1.3 January 25

Attendance of the Duty Pilot (DP) is every bit as essential as attendance of the tug pilot and Duty Instructor (DI). Should you be unable to attend, it is **your** responsibility to arrange a replacement. **Responsibility does not mean you have to do everything, but YOU must make sure that everything is done.**

The DP may allocate tasks such as Daily Inspection of rovers, aircraft and towing out etc. However, the DP is responsible for ensuring the nominated person is authorised current and competent to do so.

Before flying starts

1. You should arrive at the club no later than 0915, expect to be the first person there.
2. First check the weekly email or the calendar on the club web site at www.shobdongliding.co.uk – find the **calendar** and click on any visitors, including those for Introductory Flights (IF's) or Trial Lessons (TL) for the day, note the details and timings and add them to the flying list.
3. Ensure the Duty Instructor (DI) is aware of visitors/IF's/TL's and IFP/BI cover.
4. The DP is responsible for managing the Flying List and where appropriate may adjust the list in order to optimise the club's operation.
5. Ensure both Rovers with working radios are fit for purpose and the trailer contain the following:
 - Log Box and iPad
 - The membership forms file, with pen.
 - Working launch point radio.
 - Launch bat and light box.
 - Fire extinguisher, axe etc.

During the flying day

1. You are responsible for ensuring a safe, efficient and accurately logged operation. The primary logging system is via the iPad.
2. Where possible you should not be part of the activity rather be inclined to observe and prevent potential safety issues arising.
3. Prior to first flight and throughout the day the DP should discuss with the DI the order in which people will fly.
4. The DP should remain at the launch point unless another suitable person is nominated to act as the DP. The nominated should be notified to the DI.

5. The DP should make themselves known to the visitors, make visitor feel welcome and ensure they understand where they can safely observe club activity. You should handover the visitor to their pilot/instructor and ensure the pilot/instructor knows what type of flight i.e., introductory flight, trial lesson, friends & family etc. Particular attention should be paid to junior/vulnerable persons to ensure they are not neglected.
6. The primary logging method is via the iPad. If the iPad cannot be used for whatever reason, then a paper log should be maintained and transferred to electronic via the iPad or club PC at the end of the day.
7. It is vital that visitors (those whose name do not appear on the electronic log) have completed a Temporary Membership Form on the iPad with particular attention to contact details to ensure recovery of any monies owed. IF & TL Voucher numbers are entered on the Flight Log. Payments should be made by card using the iPad or PC via the club website.
8. You should ensure that the people are aware that of when they are due to launch so that the operation is not delayed by waiting to get ready to fly.
9. Monitor the radio for relevant messages, particularly downwind gliders that will need retrieving, or aircraft in circuit with potential to delay a launch.
10. The DI is invariably in the air so will not have a handle on who is due to fly, particularly with regards to late arrivals. Any concerns over the appropriateness of a flight, such as an inexperienced pilot in challenging conditions, the DP should not challenge the pilot but seek advice from the DI. If needs be their launch can be delayed until the DI has been informed.

At the end of the day

11. Ensure the DI is aware of any aircraft yet to return. Absent aircraft must have a crew to support them.
12. Assist with recovery of club assets to the hangar and reset the airfield.
13. Ensure that all equipment, gliders, tug and buggies are clean and washed where necessary.
14. Ensure launch heights are transferred to the iPad and glider log.
15. Photograph the paper logs for the website using the End of Day procedure on the iPad.
16. File the Flight Log page(s).
17. Ensure the launch point radio and the rover radios are put on charge.
18. Ensure the rubbish bin in the trailer is emptied and it is tidied for the next use.
19. Put the Rover on charge and lock the hangar up if necessary.

Your duty ends when the DI stands you down or in their absence from the airfield you are satisfied that all the above tasks are complete.